

**Draft Meeting Agenda**  
**Board of Addiction & Prevention Professionals**  
**Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD 57105**  
**February 6, 2020**  
**10:30 AM to 5:00 PM (CST)**  
**Call In Number: 866-410-8397**  
**Access Code: 730-588-5906**

**Member Listing**

- |  |                    |
|--|--------------------|
| 1. Amy Hartman, President              | 6. Stacy Gorman    |
| 2. Jill Viedt, Vice-President          | 7. Kara Graveman   |
| 3. Nicole Bowen, Secretary / Treasurer | 8. Kristi Jacobsma |
| 4. Terri Brown                         | 9. Donald McCoy    |
| 5. Ellen Feiner                        |                    |

Others in attendance: Jeff Bratkiewicz, Amy Iversen-Pollreisz, Judy Mittleider, and Tina Nelson

The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

- |  |             |
|--|-------------|
| 1. 10:30 a.m. Call to order  | Hartman     |
| 2. Roll call   | Hartman     |
| 3. Approve the February 6, 2020 meeting agenda                                       | Hartman     |
| 4. Approve the November 7, 2019 Board of Directors meeting minutes                   | Hartman     |
| 5. 11:00 a.m. Public Input   | Hartman     |
| 6. 11:15 Executive Session: 2017-3; 2019-4; 2019-6; 2019-7; and 2019-8               | Bratkiewicz |
| 7. Financial Report  | Nelson      |
| 8. Carpet Installation Proposal  | Nelson      |
| 9. Cost estimate for online software and database – Per DSS request                  | Nelson      |
| 10. Update - December 5, 2019 meeting with DSS & Tribal Members                      | Hartman     |
| 11. Native American Cultural Awareness Training                                      | Hartman     |
| 12. Supervision of BAPP Executive Secretary  | Hartman     |
| 13. Review and discuss Senate Bill 23  | Hartman     |
| 14. Form a Committee to review and propose administrative rule changes               | Nelson      |
| 15. Other Business   | Hartman     |
| 16. Upcoming Board of Directors meetings:<br>May 14, August 6, and November 12, 2020 |             |
| 17. Adjourn  | Hartman     |

## November 7, 2019 Board of Directors meeting minutes

Draft Meeting Minutes  
Board of Addiction & Prevention Professionals  
Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD 57105  
November 7, 2019  
10:30 AM to 1:30 PM (CST)  
Call In Number: 866-410-8397  
Access Code: 730-588-5906

In attendance: Nicole Bowen, Terri Brown, Stacy Gorman, Kara Graveman (via conference call), Amy Hartman, Don McCoy and Jill Viedt (via conference call).

Not in attendance: Ellen Feiner.

Others in attendance: Jeff Bratkiewicz, Amy Iversen-Pollreis, Judy Mittleider, and Tina Nelson.

The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

I. At 10:30 a.m. Hartman called the meeting to order.

II. Hartman called the roll. A quorum was present.

III. Introduce Judy Mittleider, BAPP Administrative Assistant.

IV. McCoy made a motion to approve the November 7, 2019 meeting agenda, with the following additions: furniture movers; Badger recycling; S.H. request; 2019-7; 2019-8; board meeting dates; Nelson attend the November 19, 2019 meeting in Pierre; and email from K.Klientobe. Brown seconded the motion. Motion passed.

V. Brown made a motion to approve the August 1, 2019 Board of Directors meeting minutes, with the following change: Update the content of XXVI to reflect: "The Board has the option to list nominees in order of preference, but it's not required". Gorman seconded the motion. Motion passed.

VI. At 10:42 a.m. Hartman called for Public Input. Hearing none, she proceeded with the agenda.

Conference call with Graveman and Viedt ended at 10:43 a.m.

Graveman and Viedt joined the meeting via secured telephone lines (non-conference) at 10:44 a.m.

VII. At 10:45 a.m. Hartman moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

At 11:53 a.m. Hartman moved the meeting out of Executive Session.

Telephone conversation (secured telephone lines / non-conference) with Graveman and Viedt ended.

The Board took a lunch break from 11:53a.m. to 12:30 p.m.

At 12:30 p.m. Graveman and Viedt joined the meeting via conference call.

At 12:33 p.m. Hartman called the meeting to order.

VIII. 2017-3 McCoy made a motion recommending the Board continue with monitoring. Brown was not present during discussion of this matter. Gorman seconded the motion. Brown abstained. Motion passed.

IX. 2018-7 Gorman made a motion to close the file. Graveman seconded the motion. Motion passed.

X. 2019-2 On November 2, 2019, Bratkiewicz received verification that the ACT certificate was destroyed. Bowen made a motion to close the file. McCoy seconded the motion. Motion passed.

XI. 2019-4 Gorman made a motion recommending Bratkiewicz send a reminder to the practitioner's legal counsel regarding the \$500.00 reimbursement and three hours of continuing professional training, which must be received by December 31, 2019. Viedt seconded the motion. Motion passed.

XII. 2019-6 Graveman made a motion authorizing Bratkiewicz to send a letter notifying the individual that he/she must refrain from any use and reference to the LAC credential (lapsed 2-28-19). The individual is also required to update all websites, account profiles, and social media accounts, removing reference(s) to the LAC credential, including any past certification. Also required is a written explanation of the steps taken to notify the University of his/her continued improper supervision and inaccurate reporting/documentation for the student intern. The Board is also requesting he/she provide information regarding whether the student was denied academic credit for the internship. This documentation must be received no later than Friday, November 22, 2019. McCoy seconded the motion. Motion passed.

XIII. 2019-7 Brown made a motion authorizing Bratkiewicz to send a letter to the individual providing the opportunity / option to voluntarily relinquish the ACT certificate or submit a written response to the ethical complaint, by November 29, 2019. Gorman was not present during discussion of this matter. McCoy seconded the motion. Gorman abstained. Motion passed.

XIV. 2019-8 Gorman made a motion recommending the BAPP send the standard notification letter to the complainant and the practitioner who is the subject of the complaint. The letter to the complainant will recommend they encourage the entity or individual making the complaint to communicate directly with the BAPP. It's helpful to have the complaint come directly from the individuals who possess direct, firsthand knowledge. This matter will be revisited at the February Board meeting. Viedt seconded the motion. Motion passed.

XV. M.S. has not submitted a complaint. Brown made a motion recommending no action be taken. Gorman seconded the motion. Motion passed.

XVI. McCoy made a motion recommending Bratkiewicz send a letter to S.H. reflecting the Board is empathetic to the situation and that no action will be taken at this time. However, when the Board goes through the administrative rule change process, they will consider the suggestion and may be in contact with S.H. for additional input. Bowen seconded the motion. Motion passed.

XVII. Gorman made a motion to approve the Financial Report. Bowen seconded the motion. Motion passed.

XVIII. The Board reviewed the SD Boards and Commissions Meeting Guidelines. The BAPP will include this document in the Board of Director's Welcome Packet.

XIX. Hartman, Bowen and Gorman will review Portfolios, at the BAPP, on January 17, 2020, at 10:00 a.m.

XX. Nelson attended the IC&RC meeting in Savannah, GA. The upcoming meeting dates were changed and will conflict with the November and May Board of Directors meetings. Also, changes have been made regarding the reciprocity process, which would allow the BAPP to make changes, when the administrative rules are revised.

XXI. A Notice of Appointment has been received for Kristi Jacobsma.

XXII. Nelson will contact Kinsman regarding movers and the shredding company.

XXIII. The May and November meeting dates have been changed to: May 14, 2020 and November 12, 2020.

XXIV. Nelson will be attending a meeting with the Executive Secretaries, in Pierre, on November 19, 2019.

XXV. The Board reviewed the email from K.Klientobe seeking clarification regarding third party payor information and the scope of practice for a Licensed Addiction Counselor. The Board recommends she communicate with the practitioner who provided the services and utilize the resources in the Standards Manual, available on the BAPP's website.

XXVI. The upcoming Board of Directors meetings are scheduled as follows: February 6, 2020, May 14, 2020, August 6, 2020 and November 12, 2020.

XXVII. At 1:21 p.m. Brown made a motion to adjourn the meeting. McCoy seconded the motion. Motion passed.

Cost estimate for online software and database – Per DSS request



**South Dakota Board of Addiction & Prevention**  
**Professionals**  
**e-Licensing Software & Database**

# E-Licensing Software "Helping Government Do More"



Service Type	Service Item	Costs		
Pricing Summary	First Year Annual Licensing/Support & Maintenance	\$7,500		
	Big Picture Software Stand-up & Database Implementation	\$35,100		
	<b>Total Estimated Fees</b>			<b>\$42,600</b>
		<b>Hours</b>		<b>Total</b>
Big Picture Software Licensing tools and Development	Online Renewal System		60	\$8,100
	Payment Processing		40	\$5,400
	Online Applications		60	\$8,100
	Database Configuration		60	\$8,100
	Verifications		40	\$5,400
	<b>Total</b>			<b>\$35,100</b>
Annual Pricing Summary	First Year Hosting/Support/Maintenance			\$ 7,500.00
	2nd Year Hosting/Support/Maintenance			\$ 7,700.00
	3rd Year Hosting/Support/Maintenance			\$ 7,900.00
	4th Year Hosting/Support/Maintenance			\$ 8,100.00
	<b>Total</b>			<b>\$31,200.00</b>





## Vendor Information

### Vendor Corporate Info:

Vendor Name: Albertson Consulting Inc  
Employer Identification Number (EIN): 45-045984 Example: XX-XXXXXXX [more info](#)  
Address Line 1: 21 Main St South Suite 201  
Address Line 2:  
City: Minot  
State/Province: ND  
Zip/Postal Code: 58701  
Country: USA

### Your Location Address:

Location Address Line 1: 21 Main Street South  
Location Address Line 2: Suite 201  
City: Minot  
State/Province: ND  
Zip/Postal Code: 58701  
Country: USA



## Deliverable & Payment Schedule

<b>Due Upon Signature of Contract</b>	<b>\$15,000</b>
<b>Deliverable 1</b> <ul style="list-style-type: none"><li>• Database Configuration &amp; Setup</li><li>• Data Import</li></ul>	
<b>Deliverable 2</b> <ul style="list-style-type: none"><li>• Online Renewal System</li><li>• Payment Processing</li><li>• Verifications</li></ul>	<b>\$15,000</b>
<b>Deliverable 3</b> <ul style="list-style-type: none"><li>• Applications</li><li>• Training</li></ul>	<b>\$5,100</b>
<b>Deliverable 4</b> <ul style="list-style-type: none"><li>• System Go Live</li><li>• Annual Hosting/Support &amp; Maintenance</li></ul>	<b>\$7,500</b>

## Native American Cultural Awareness Training

# **CULTURAL AWARENESS TRAINING**

## **AGENDA**

### **\* DAY 1 \***

7:45 am - 8:00 am – **REGISTRATION**

8:00 am - 8:30 am – Opening: Prayer, Introductions, Training Overview; and Group Activity

8:30 am - 9:15 am – Culture: Part 1 – *D/L/N Culture and Spiritual Ways*

9:15 am - 10:15 am – Culture: Part 2 – *NA Cultural Orientation*

10:15 am - 10:30 am – **BREAK**

10:30 am - 11:15 am – Culture: Part 3 – *Family Relationships*

11:15 am - 12:30 pm – Culture: Part 4 – *Introduction to Five Spiritual Ceremonies of the D/L/N*

12:30 pm - 1:30 pm – **LUNCH ON YOUR OWN**

1:30 pm - 3:00 pm – History: Part 1a – *U.S. Government Policies, Treaties, and Reservations*

3:00 pm - 3:15 pm – **BREAK**

3:15 pm - 4:15 pm – History: Part 1b – *U.S. Government Policies, Treaties, and Reservations cont.*

4:15 pm - 5:00 pm – History: Part 2 – *Past & Present Influences of Christianity on NA Populations*

### **\* DAY 2 \***

8:00 am - 8:45 am – History: Part 3 – *History of Alcohol and Drugs among NA populations*

8:45 am - 9:45 am – History: Part 4 – *Traumatic Life Events among NA populations*

9:45 am - 10:15 am – Group Activity

10:15 am - 10:30 am – **BREAK**

10:30 am - 11:30 am – History: Part 5 – *Grief in D/L/N Communities*

11:30 am - 12:30 pm – **LUNCH ON YOUR OWN**

12:30 pm - 1:45 pm – Socio-Economics: Part 1 – *Contributions of NAs to Western Society*

1:45 pm - 2:30 pm – Socio-Economics: Part 2 – *Egocentrism, Prejudice & Myths*

2:30 pm - 2:45 pm – **BREAK**

2:45 pm - 3:15 pm – Socio-Economics: Part 3 – *Poverty*

3:15 pm - 4:15 pm – Socio Economics: Part 4 – *Socio-Political Structures/Programs on Res/Urban sites/AAIHS*

4:15 pm - 5:00 pm – Socio-Economics: Part 5 – *Multiple Addictions/Diseases/MH/Cultural issues in NA populations*

### **\* DAY 3 \***

8:00 am - 8:30 am – Review of last 2 days

8:30 am - 10:15 am – Professional Strategies: Part 1a

10:15 am - 10:30 am – **BREAK**

10:30 am - 11:30 am – Professional Strategies: Part 1b

11:30 am - 12:30 am – **LUNCH ON YOUR OWN**

12:30 pm - 2:00 pm – Wellness Plan for the Professional

2:00 pm - 3:00 pm – Talking Circle & Closing Prayers

**Review and discuss Senate Bill 23**



## 2020 South Dakota Legislature

### Senate Bill 23

*Introduced by: The Committee on Commerce and Energy at the request of the Department of Labor and Regulation*

**1     An Act to repeal the high school graduation or equivalent requirement for certain**  
**2                    licensed professionals.**

**3     BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:**

**4     Section 1.** That § 36-4B-6 be AMENDED:

**5                    36-4B-6. Grant of student status--Qualifications of applicants.**

**6**        The board may grant authorization for student status in advanced life support upon  
**7**        verification that the applicant meets the following criteria: is at least eighteen years of  
**8**        age; has successfully completed emergency medical technician-basic training; ~~has~~  
**9**        ~~completed an approved high school course of study or has passed a standard equivalency~~  
**10**       ~~test;~~ is of good moral character; and has been tentatively accepted in an approved  
**11**       advanced life support training program.

**12     Section 2.** That § 36-4B-13 be AMENDED:

**13                    36-4B-13. Issuance of advanced life support licenses--Qualifications of**  
**14                    applicants.**

**15**        The board may issue an appropriate advanced life support license to any person  
**16**        who files a verified application upon a form prescribed by the board, pays the required  
**17**        fee, and furnishes evidence satisfactory to the board that the person has met the following  
**18**        qualifications:

- 19**        (1)    Meets the age, ~~high school, or equivalency test~~ and moral character requirements  
**20**                    of § 36-4B-6;
- 21**        (2)    Completes successfully an appropriate course of study approved by the board for  
**22**                    the license sought; and
- 23**        (3)    Completes successfully a written and practical examination testing the applicant's  
**24**                    knowledge in theoretical and applied prehospital primary care as it applies to the  
**25**                    practice of the advanced life support license sought.

1     **Section 3.** That § 36-5-8 be AMENDED:

2             **36-5-8. Educational requirements for license.**

3             Any person is eligible for examination ~~who is a high school graduate and who~~ has  
4             satisfactorily completed two years of preprofessional study in a liberal arts or science  
5             course at any college or university approved by the Board of Examiners and who is a  
6             graduate of a chiropractic school approved by the Board of Examiners or will be a graduate  
7             of a chiropractic school approved by the Board of Examiners within ninety days after taking  
8             the examination. ~~Such~~ The chiropractic school shall require at a minimum for graduation  
9             a period of actual attendance equivalent to the standard four-year course, teaching  
10            adequate courses in the basic sciences and all subjects pertaining to the practice of  
11            chiropractic. The minimum requirements for licensure of any person graduating on or after  
12            January 1, 2011 shall be a baccalaureate degree in addition to a doctor of chiropractic  
13            degree. The baccalaureate degree may be granted by an accredited undergraduate  
14            program or by a chiropractic college or university that can offer a dual degree.

15    **Section 4.** That § 36-7-11 be AMENDED:

16            **36-7-11. Requirements for practice.**

17            A person entitled to practice optometry in South Dakota who is not already  
18            registered is any person who furnishes the Board of Examiners in Optometry satisfactory  
19            evidence as follows:

- 20            (1)    That ~~he~~ the person is of the full age of eighteen years and a citizen of the United  
21                    States or a resident of South Dakota;  
22            (2)    That ~~he~~ the person is of good moral character;  
23            (3)    That ~~he has graduated from an accredited high school, or its equivalent as may be~~  
24                    ~~determined by the board;~~  
25            (4)    ~~That~~ he the person is a graduate of a recognized Class A optometric school or college  
26                    approved by the Board of Examiners; and  
27            (5)    That ~~he~~ the person possesses a licensed certificate of registration obtained by taking  
28                    and satisfactorily passing an examination given by the board for purpose of  
29                    determining ~~his~~ the person's qualifications for the practice of optometry.

30    **Section 5.** That § 36-9-30 be AMENDED:

**36-9-30. Proof of education required--Registered nurse.**

An applicant for a license to practice as a registered nurse shall submit to the board written evidence, verified by oath, that the applicant has completed an approved ~~four-year high school course of study or the equivalent thereof as determined by the appropriate educational agency,~~ and has completed an approved program for the preparation of registered nurses.

**Section 6.** That § 36-9-37 be AMENDED:

**36-9-37. Proof of education required--Licensed practical nurse.**

An applicant for a license to practice as a licensed practical nurse shall submit to the Board of Nursing written evidence, verified by oath, that the applicant has completed an approved ~~four-year high school course of study or its equivalent as determined by the appropriate educational agency and has completed an approved~~ program or its equivalent for the preparation of licensed practical nurses.

**Section 7.** That § 36-11-16 be AMENDED:

**36-11-16. Requirements for registration as pharmacist.**

Any person of good moral character and temperate habits, not less than eighteen years of age, ~~who is a graduate of a four-year high school course or whose education is equivalent thereto, in the discretion of the board of pharmacy,~~ who is a graduate of a college of pharmacy recognized and approved by the board, and who has had the necessary experience as determined by the board in the practice of pharmacy under a regularly licensed pharmacist in a pharmacy where physicians' prescriptions are compounded and who shall pass a satisfactory examination prescribed by the State Board of Pharmacy, shall be entitled to a certificate of registration as a ~~licentiate in pharmacy~~ licensed pharmacist. The board shall have the authority to allow credit for suitable military and research activities in the field of pharmacy as part of the experience requirement.

**Section 8.** That § 36-19-21 be AMENDED:

**36-19-21. Requirements for funeral service license--Scope of examination.**

In order to obtain a license in the practice of funeral service, the applicant ~~must be~~ shall submit evidence that the applicant is a citizen of the United States or a resident of South Dakota, ~~is~~ is at least eighteen years of age, ~~is~~ is of good moral character, ~~have a~~ has high school education, and has sixty semester hours credit from a college or university,



1 in a course approved by the State Board of Funeral Service, ~~and must have;~~ has completed  
2 one year's course at a school of embalming, accredited by the board, ~~must have;~~ has  
3 completed one year's work as a trainee embalmer-funeral director in this state, ~~and must~~  
4 ~~pass;~~ and has passed an examination on the following subjects: embalming and care,  
5 disposition, and preservation of the bodies of deceased persons, ~~sanitation for the~~  
6 prevention of the spread of infectious or contagious diseases; ~~and local health and~~  
7 sanitation ordinances and regulations relating to mortuary science.

8 **Section 9.** That § 36-15-4 be AMENDED:

9 **36-15-4. Qualifications of professional commission members--School**  
10 **affiliation prohibited.**

11 ~~All~~ Each professional members member of the commission shall be:

- 12 (1) A resident of this state;  
13 (2) At least twenty-five years of age;  
14 (3) ~~A high school graduate or its equivalent;~~  
15 (4) ~~Actively engaged in the practice of cosmetology for the three years immediately~~  
16 ~~preceding the appointment; and~~  
17 (5)(4) Currently licensed as a cosmetologist in this state at the time of the appointment  
18 and while serving on the commission.

19 No member of the commission may be a member of or affiliated with or have an  
20 interest in any school while in office.

21 **Section 10.** That § 36-15-15 be AMENDED:

22 **36-15-15. Application for license or permit--Evidence of qualifications.**

23 An applicant for any license or permit shall first submit evidence, satisfactory to  
24 the commission that the applicant:

- 25 (1) Is at least eighteen years of age or older, except as otherwise provided in this  
26 chapter; and  
27 (2) ~~Possesses a high school education or its equivalent as determined by the~~  
28 ~~commission; and~~  
29 (3) ~~Has complied with all the rules adopted by the commission as to the qualifications,~~  
30 ~~standards, and requirements required for~~ such the license and application.